



## City Council Agenda Item

**City Council Meeting Date:** November 19, 2024

**TO:** Dean Albro, City Manager

**FROM:** Stacey Haddon, City Clerk  
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**SUBJECT:** Revisions to Handbook for Commission, Committee, and Board Members Relating to the General Functions and Membership of the Airport Commission, Human Services Commission, Library Commission, Public Safety Commission, and Utility Commission, Consolidation of the Beautification and Appearance Commission with the Parks and Recreation Commission; Adoption of Ordinance No. 1712(24) and Resolution No. 6712(24)

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### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt Ordinance No. 1712(24) relating to meeting dates and times and membership of the Library Commission, the Utility Commission, the Airport Commission, and consolidation of the Beautification and Appearance Commission with the Parks and Recreation Commission to create a new Beautification and Parks & Recreation Commission (Attachment 1); and
- 2) Adopt Resolution No. 6712(24), which will adopt an updated Handbook for Commission, Committee, and Board Members reflecting the changes made by Ordinance No. 1712(24), as well as an update to the Human Services Commission functions and meetings and the Public Safety Commission meetings (Attachment 2).

### **Background:**

On October 15, 2024, the City Council introduced Ordinance No. 1712(24), and received and reviewed Resolution No. 6712(24) with proposed revisions to the Handbook for Commission, Committee, and Board Members (Handbook). All proposed revisions to the Handbook were approved by the City Council with the added direction to ensure the Handbook clearly states the requirement for the filing of an annual Statement of Economic Interests Form 700 and the Joint Meetings with the City Council on even years.

Staff inadvertently removed the following language (shown with strikethroughs) from page 20 of the Handbook

Coordinate Human Services and Community Development Block Grant (CDBG) Public Service Activity funding so that basic human service needs are met.

~~*Emergency Grant Authority – Emergency grants of a maximum of one thousand dollars (\$1,000) per year may be available to any requesting human service agency to provide nonduplicate services or items not funded under current contract, which fall within basic critical needs as defined by Section 2. (B). General Functions, and meet CDBG criteria.*~~

These two revisions are now corrected in the final Handbook (Attachment 2).

### **Discussion:**

The following additional revisions to the Handbook are highlighted below. The full text of all changes, including those discussed on October 15, 2024, are found in Attachment 3.

## **MEMBERSHIP**

### **Appointment:**

Generally, the appointment process is for each commission, committee, and board member to be nominated by a Council Member, which shall take place upon commencement of that Council Member's term of office. The appointee must be approved by a majority of the Council Members. Further details and requirements for nomination and appointment of members of commissions committees, and boards are contained in the respective ordinance or resolution for each body. **All appointed members who are 18 years or older are required to submit a completed Statement of Economic Interests (FPPC Form 700) annually.**

## **ORGANIZATION**

### **Biennial Review of Committees and Joint Meetings with the City Council**

Every two years, the City Council should meet with each body to provide the following: recognize their efforts, assess accomplishments for the prior two years, receive feedback from members, suggest future goals consistent with the designated functions, and provide any other appropriate guidance.

### **Joint Meetings with City Council**

Joint meetings with the City Council and boards, commissions, and committees will be scheduled when appropriate generally following the biennial review to give the members appropriate directions, etc.

### Conflict of Interest

The Political Reform Act was enacted by the State of California by an initiative, known as Proposition 9, in 1974. One of the Act's main purposes is to prevent financial conflicts of interest on the part of public officials. The Political Reform Act requires every public official to disclose all financial interest, such as investments, interests in real estate or sources of income, which may possibly affect by the exercise of the public official's official duties. If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. **This requires all members age 18 or older to file an annual Statement of Economic Interests (Form 700) with the City Clerk's Office.**

A Conflict of Interest occurs when: a public official makes, participates in, or uses their official position to influence a governmental decision; it is foreseeable that decision will affect the official's financial interest; the effect of the decision on the official's financial interest will be material; and the effect of the decision on the official's financial interest will be distinguishable from its effect on the public generally.

### **Fiscal Impact:**

There is no direct fiscal impact to the General Fund. Overall fiscal impact to the General Fund is dependent upon the staff time required to prepare meeting agendas, presentations, reports, and minutes.

### **Conclusion:**

These suggested revisions are a part of an ongoing effort to seek consistent and stronger citizen engagement, efficient use of volunteer members and staff time.

Respectfully submitted,

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Stacey Haddon, City Clerk

### **APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:**

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Dean Albro, City Manager

Attachments: 1) Ordinance No. 1712(24)  
2) Resolution No. 6712(24)